Text

Description automatically generated**Application Form**

To apply for the position of **Membership Support Coordinator** with Youth Theatre Arts Scotland (YTAS), please complete this form and after saving a copy for your own records, email it to [**recruitment@ytas.org.uk**](mailto:recruitment@ytas.org.uk) no later than **9am on Monday 22 May 2023**.

We are not able to accept CVs.

You will receive an email to acknowledge that we have received your application. We will then contact you again after the closing date to confirm if we would like to invite you for interview.

**Important:**

By submitting this application form you agree to the following statement:

**I certify that all statements made by me on this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal.**

**Privacy Notice:**

YTAS will use the information you provide solely for the intended reason it was collected. All copies, physical and electronic, will be destroyed six months after the closing date if your application is unsuccessful.

**All sections of this form should be completed.**

|  |  |
| --- | --- |
| **Where did you find out about this job?** |  |

|  |  |
| --- | --- |
| **Your name:** |  |
| **Your address:** |  |
| **Your phone number:** |  |
| **Your email address:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I confirm that I have the right to work in the UK** | **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I confirm that I am able to travel to**  **in-person team days in Edinburgh approximately every 6-8 weeks** | **Yes** |  | **No** |  |

**Declaration:**

I declare that to the best of my knowledge the information contained within this form is accurate and true and that there are no restrictions on my ability to work in the UK that would prevent me taking up this post.

|  |  |
| --- | --- |
| **Signature\*:** |  |
| **Date:** |  |

\*a typed signature is acceptable.

**References:**

Please give the names and contact details of two people who can comment on your suitability for this post. One must be your current or most recent employer. We will only contact referees after interview, and if you are offered the job.

**Referee 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee Name:** |  | | |
| **Job Title:** |  | **Email:** |  |
| **Phone:** |  | **Relationship**  **to you:** |  |

**Referee 2:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee Name:** |  | | |
| **Job Title:** |  | **Email:** |  |
| **Phone:** |  | **Relationship**  **to you:** |  |

**Employment History:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current / Most Recent Employment** | | | | |
| **Name of current/**  **most recent employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Notice period:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving or considering leaving:** | | | | |
|  | | | | |
| **Previous Employment 1** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving:** | | | | |
|  | | | | |
| **Previous Employment 2** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving:** | | | | |
|  | | | | |
| **Previous Employment 3** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving:** | | | | |
|  | | | | |
| **Previous Employment 4** | | | | |
| **Name of employer:** |  | | | |
| **Address:** |  | | | |
| **Dates employed:** | **From:** |  | **To:** |  |
| **Position held:** |  | | | |
| **Main duties and responsibilities:** | | | | |
|  | | | | |
| **Reason for leaving:** | | | | |
|  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Education** | | | | | |
| **Name of institution** | **Qualification** | | **Subjects(s)** | | **Grade and  year obtained** |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| **Membership of professional bodies** | | | | | |
| **Name of**  **professional body** | | **Description of membership** | | **Date awarded** | |
|  | |  | |  | |
| **Specialised training** (relevant to your application)  Such as further study, Continuing Professional Development (CPD). Give any qualifications obtained and date of award. | | | | | |
|  | | | | | |

**Your Suitability for the Role:**

Please answer question 1-9 in this section by referring to the **Person Specification** in the Job Info Pack.

**Please provide short answers which contain specific examples for each question.**

We are happy to accept your answers either:

* **in writing** or
* **in video or audio format** (limited to a total of 10 minutes).

If you choose to record your answers, please provide a web address below where we can access your file or submit it by email along with your completed Application Form.

|  |
| --- |
| **Web address to access video or audio files** (if applicable) |
|  |

|  |
| --- |
| 1. **How can you prove that you are skilled at supporting others to improve?** |
|  |
| 1. **How can you prove that you are excellent at building rapport and influencing others?** |
|  |
| 1. **How can you prove that you can research and collate information for others?** |
|  |
| 1. **How can you prove that you have a good awareness of the third sector?** |
|  |
| 1. **How can you prove that you are skilled at monitoring and evaluating impact?** |
|  |
| 1. **How can you prove that you are comfortable using a range of software?** |
|  |
| 1. **How can you prove that you keep on top of your workload?** |
|  |
| 1. **How can you prove that you can work collaboratively with others as part of a small team?** |
|  |
| 1. **Tell us how you can travel to various locations across Scotland for work.** |
|  |

|  |
| --- |
| **Other Information** |
| Please use this section to provide any additional information you feel is relevant to your application e.g., voluntary work, personal achievements, other interests.  We are happy to accept this information either:   * **in writing**, or * **in video or audio format**.   If you choose to record this information, please provide a web address below where we can access your file or send it by email along with your completed Application Form. |
|  |

Now please save a copy of this form for your own records before emailing it to [**recruitment@ytas.org.uk**](mailto:recruitment@ytas.org.uk) no later than **9am on Monday 22 May 2023**.

**Registered Address** (for mail only): **T:** 0131 538 0591 **Company No.** 269952

Youth Theatre Arts Scotland **E:** [info@ytas.org.uk](mailto:info@ytas.org.uk) **Scottish Charity No.** SC035765

5 South Charlotte Street   
Edinburgh  
EH2 4AN